

Mile High Area Web Site Subcommittee Guidelines

Purpose

The Web Site Subcommittee is dedicated to our primary propose by maintaining the Mile High Area web site and to update and print the Area Meeting list.

Statement of Quality

Ever reminding ourselves that the MHASC Wed Page is a public information tool, the web servant will strive to keep all content in a professional manner. This includes all design elements, commentary, and posted information. The Web Site Subcommittee is dedicated to the 12 Traditions and Concepts of Narcotics Anonymous.

Functions and Responsibilities

- Maintains the Mile High Area meeting list.
- Updates the web version of the meeting list as needed.
- Supplies the Mile High Area printed meeting lists.
- Supplies printed Colorado Regional Meeting List for MHASC Subcommittees
- Updates the Mile High Area home pages.
- Attends or has an alternate attend the monthly MHASC meetings.
- Communicates MHASC Meeting list changes to the Colorado Regional Service Committee.
- This Subcommittee meets on a by request basis. Any group, member or committee can request a meeting to address issues or requests.
- The Subcommittee will host an annual meeting to inventory the functions of the web site and meeting list.

Membership

This Subcommittee should have at least two members to function, the web servant and the back up.

Web Servant

Must be familiar with web protocols

Must have the ability to maintain HTML code.

Must have a reliable connection to the Internet. It is strongly recommended that they have a high speed connection.

Must have a FTP client and a suitable code editing tools.

Must submit quarterly budget.

Is accountable to the MHASC

Web Servant Back Up

This member must be willing to assist the Web Servant and attend MHASC Meetings in the Web Servants absence.

It is recommended that they also have the same skills as the Web Servant.

Change Requests

The web servant is not responsible for adding content that has not been preceded by an official request to the web servant as outlined below:

Event Changes

1. Any group or committee can request an event on the events page. This request must be submitted in writing at the MHASC Meeting or via e-mail.
2. Event Requests should be made at least 3 weeks prior to the event. It is strongly recommended you proofread your announcement after it is posted on the web site. Changes do to the accuracy of the information can be requested up to 24 hrs prior to the event. In the event that there is an urgent change do to inaccuracy it is recommended that the requesting group or committee e-mail the Web Servant and follow that up by phone.
3. The web servant currently does not have the ability to add flyers.

Meeting List Changes

All meeting list changes must come through the MHASC. At each monthly meeting the web servant will circulate a meeting change list. It is the responsibility of the representative for each group to note any necessary changes at this time.

New Meeting Requests

Any meeting that has requested and follows the MHASC Service Committee Guidelines can be immediately added to the meeting list. This request can be done in writing at the MHASC Meeting or via e-mail.

Subcommittee Home Pages

It is the responsibility of each Area Subcommittee to appoint a primary point of contact for each committee to the web servant.

All changes must come via that contact. These requests must be submitted in writing at the MHASC Meeting or via e-mail.

Each Subcommittee officially recognized by the MHASC can request a home page.

Subcommittee home pages should be directed to the primary purposes of that Subcommittee. The information on those pages should be suitable for the public and should not contain any personal information.

Trusted Servants Page

This page is dedicated to communicating information about the MHASC and subcommittee meeting places and scheduled dates.

The MHASC minutes will be posted each month.

Printed Meeting List

Prior to each MHASC Meeting the web committee will print meeting lists and distribute them via the MHASC meeting. It is the responsibility of each group to pick up meeting lists at this time. The MHASC determines the number of lists to be printed.

Approved by Consensus 11/7/04